

Assess Your Networking Skills

Please rate yourself on each of the items below.

1= Always or Nearly Always

2= Frequently

3= Sometimes

4= Seldom

5= Never or Almost Never

___ *I believe in myself; I am self-confident*

___ *I believe in the value and quality of the work I do*

___ *I attend networking events frequently*

___ *I prepare (e.g., set goals, know who will attend) myself for networking prior to events*

___ *I am punctual*

___ *I dress appropriately for networking events in order to portray the image I desire others to remember me for*

___ *I position myself at networking events so that I will meet people*

___ *I introduce myself to others*

___ *I seek to get to know others*

___ *I wear a nametag (on the right side or in the center) at networking events*

___ *I accept invitations to events where I might meet, reconnect, or encounter familiar people*

___ *I avoid disagreements and strongly stating an opposing point of view at networking functions*

___ *I attentively listen to others*

___ *I introduce people to each other*

___ *I communicate clearly and concisely*

___ *I am knowledgeable about topics that are of general interest to others and am therefore able to engage in a variety of conversations with people I have just met*

___ *I practice good personal and business etiquette*

___ *I am involved as a greeter, panelist, presenter, introducer, etc. at professional conferences*

___ *I sit with people I don't know at meetings and conferences*

- ___ *I set goals for networking at conferences/meeting-e.g., meet at least five new people, spend “quality, one-on-one time” with people I already know*
- ___ *I send speakers and panelists a note about their program/presentation following a meeting or conference*
- ___ *I bring materials from meetings/conference/seminars back to my colleagues who are unable to attend*
- ___ *I “do unto others as I would like them to do for me”*
- ___ *I brag about my accomplishments without being arrogant or conceded*
- ___ *I tell others about the accomplishments of people I know when I introduce them*
- ___ *I am impeccable*
- ___ *I leave a positive, memorable impression*
- ___ *I look for role models to improve my networking skills*
- ___ *I practice reading the preferences and personalities of others and respond appropriately*
- ___ *I ask permission to give the name and contact information of a person in my network to someone else*
- ___ *I invest 80% of my conversation with people I meet by asking questions without interrogating them*
- ___ *I have a strong, non-aggressive handshake*
- ___ *I have good eye contact when I meet and talk with others*
- ___ *I seek to find common ground with others*
- ___ *I seek to offer something of value to people I meet*
- ___ *I use an “elevator statement”*
- ___ *I carry an adequate supply of professional business cards at all times*
- ___ *I write notes on the back of a person’s business card when I meet them to remind me of who they are and follow up items I promise*
- ___ *I talk with people at all levels and from various professions*
- ___ *I provide my host with information about me that can be used in introducing me to others*
- ___ *I invite others to join me in social events to help them meet others*
- ___ *I make business referrals quickly (within five days)*

- ___ *I maintain a list of individuals to whom I can refer business as well as those who can refer business to me*
- ___ *I ask for referrals*
- ___ *I identify at least one thing (e.g., an article, greetings to a friend, connecting two people) I can follow up with all people I meet and do it within 48 hours*
- ___ *I return all calls and e-mails promptly (within 48 hours)*
- ___ *I use “starter questions” to engage others when I am around people I don’t know*
- ___ *I congratulate others (already in my network and prospective members) on their accomplishments by calling them, sending a note or card, etc.*
- ___ *I avoid giving the same referral to more than two people at a time*
- ___ *I am cross-culturally aware and sensitive*
- ___ *I focus my interactions with others on “what’s in it for them” not “what’s in it for me”*
- ___ *I am patient about building relationships*
- ___ *I seek to understand the needs of others and link them with people in my network who have a solution*
- ___ *I ask people in my network who they want to meet and help them do so*
- ___ *I keep people in my network informed of my work, accomplishments, and changes in contact information*
- ___ *I keep my contact database up-to-date at all times*
- ___ *I use an automated database management system such as Outlook, ACT or Goldmine*
- ___ *I participate in a mastermind group*
- ___ *I collect and send articles and clippings of interest to people in my network*
- ___ *I mail my business card with all my correspondence*
- ___ *I send greeting cards (e.g., birthdays, get well, holiday, sympathy) to people in my network*
- ___ *I send thank-you notes*
- ___ *I remain in contact with people from high school, college, graduate school, conferences, seminars, conventions, etc.*
- ___ *I encourage others to reach their dreams and goals*

- _____ *I regularly schedule time to make phone calls and write notes to people in my network*
- _____ *I serve as a host for others by starting conversations, introducing others, and making sure the needs of others are met*
- _____ *I actively volunteer with two or more organizations*
- _____ *I am a mentor to others*
- _____ *I work with a professional coach to support my networking skill development*
- _____ *I continuously seek to learn from my networking experiences*
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- _____ **TOTAL**

Total your score. If your score is,

70-100... You probably have a strong network and are an excellent networker.

101-185... You probably have a good start and with some work you can quickly develop your network and your networking skills. Review the items for improvement.

185-250... You have room to grow and develop as a networker. Develop a plan and begin.

251-350... Your network is weak and you have tremendous opportunities to grow and develop as a networker. Develop a plan; work with someone who can guide you.